

Application Instructions for NASA Employees

Please take a moment to read through the information and guidance provided on this page before following the links to FEEA's Emergency Assistance and Disaster Assistance Applications. We want to make the application process as easy as possible for you, and this page explains some things that might not be clear on the application forms.

1. Please fill out the application as completely as possible. If there is information that you don't know or can't remember, that is okay, but please fill out all of the items that you can. FEEA needs this information because it's required for their audit process and they have to back up all claims in their files.
2. We recognize that many of you do not have access to pay stubs, SF-50s, copies of bills, or other paperwork that is listed as a requirement in these forms; however it is not necessary to include these items at this time if you do not have them. The inability to include backup paperwork will NOT affect your grant or loan. FEEA may ask for some of the paperwork later, once things are functioning more normally. Again, they need the information for their audit purposes.
3. If you would like to request help only in the form of grant assistance, please indicate this in the application section marked "Emergency Assistance," on the line labeled "Amount Requested" by indicating the dollar amount you are requesting, and writing "grant only" next to it. The current grant limit is \$400.
4. Even if you are only requesting grant assistance right now, FEEA would still like for you to complete the forms as completely as possible. You might find that you need the no-interest loan assistance later on, and a complete application already on file will make that process much faster and easier for both you and FEEA.
5. FEEA does not need extensive information about your particular situation, but please let them know the extent of damage to your home (ex. "lost home" or "some wind/water damage", etc) and any other special circumstances. In addition, if you do not have access to a bank where you can deposit or cash a check, please include that information in the description of your emergency situation.

FEEA will process all applications as quickly as possible. Their current estimate is that it will take about three (3) days from the time they receive your application to process everything and get a check out to you. We are working with FEEA to find alternative methods for getting assistance to those who do not have access to a bank at this time.

When you have completed both applications, please mail them to:

FEEA NASA Fund
8441 W. Bowles Avenue, Suite 200
Littleton, CO 80123-9501



FEEA EMERGENCY ASSISTANCE FACT SHEET

The emergency assistance program is for federal and postal employees who have encountered a recent emergency that was unforeseen and beyond their control. If this emergency has caused the employee to fall behind in their basic living needs such as shelter costs and utilities, he or she is eligible to apply for a no interest emergency loan or grant.

FEEA emergency loans and grants may be provided due to the following unforeseen emergencies:

PERSONAL HARDSHIPS

1. Death in the employee's immediate family
 - Assistance with travel expenses
2. Loss of income
 - LWOP due to severe illness. Employee must be back to work.
 - Family breakup - separation, divorce
3. Critical illness in the employee's immediate family

MAJOR LOSS OF PROPERTY

1. Due to natural disaster such as: fire, flood, hurricane

MEDICAL EMERGENCIES

As a general rule, most medical emergencies are beyond the capacity of FEEA.

However, assistance may be given for necessities that might not be included in health insurance such as hearing aids or medical equipment needed to continue work.

SHORT-TERM ASSISTANCE

Government pay error - in cases where the pay shortage was caused by governmental error (an administrative or disbursing mistake, computer problem, check lost in the mail, etc.), FEEA may provide assistance up to the amount of the pay shortage for one pay period (not to exceed \$600) under the condition that the loan is repaid in full once the error has been corrected.

Grants vs. Loans - For the most part, FEEA assistance will be in the form of no interest loans as opposed to grants. Checks will be made payable to the creditor.

Loan Limit is currently \$600 - repayment is by allotment.

Call 1-800-323-4140 if there is a question or an application is needed.

Federal Employee Education & Assistance Fund

Application for Emergency Assistance

Dear Federal Employee,

FEEA provides no-interest loans and grants for federal employees who have had an unforeseen emergency such as personal hardship, death in the family or loss of property due to a natural disaster. If this emergency has caused the employee a financial loss to the extent that he or she is unable to pay basic living needs, he or she is eligible to apply. The applicant must be currently employed with the civilian federal government and must have at least one year of employment. FEEA assistance will be made in the form of checks written to specific creditors only.

When filling out this FEEA Emergency Assistance application for either the no-interest loan or grant program, please remember to complete all sections. Applications must be complete in order to process. This application along with any material sent will become the property of FEEA. **DO NOT** send original bills, etc.

*** Please send the following required information:**

- 1) Letter explaining emergency situation (on Page 4 of application)
- 2) Most recent SF-50 (Standard Form 50-Notification of Personnel Action) or equivalent
- 3) Most recent leave and earnings statement (and spouse's pay stub, if applicable)
- 4) Documentation of unforeseen situation (for example, medical bills not covered by insurance that you have paid, doctor's note if medical, LWOP verification, police or insurance report if stolen or damaged property, receipts for funeral/travel expenses, etc.)
- 5) Documentation of the bill(s) you are requesting assistance for, such as notice of delinquent rent/mortgage payments or utility bills (only basic living needs will be considered)

Please provide any additional information which might be helpful in providing FEEA's case workers with an accurate assessment of your needs. If you are seeing a counselor with the Employee Assistance Program (EAP), please provide the name and phone number of the counselor. For the most part emergency assistance will be in the form of no-interest loans repayable through a payroll deduction. The type of financial assistance (i.e., grant, partial grant or loan) will be determined by FEEA.

FEEA does not provide emergency assistance to pay for debt consolidation, poor financial planning, non-essential items or other expenses derived from non-emergency circumstances.

Please return application with the additional documentation to
FEEA

Suite 200

8441 West Bowles Ave.

Littleton, CO 80123-3245

Questions? 1-800-323-4140



Personal Information

First Name	Middle Initial	Last Name
()		
Date of Birth	Social Security Number	Home Telephone
Home Address		
City	State	Zip
E-mail Address		

Dependents: Total Number:

First and Last Name	Relationship	Age	Current Address

Employment Information

()	
Federal Agency Name	Business Telephone
Agency Office Address	
()	
Immediate Supervisor	Business Telephone
()	
Payroll/Financial Office Contact Person	Business Telephone

Emergency Information

Reason for assistance(the unforeseen emergency). Please provide written explanation on back page and provide documentation (copies only.) (Maximum of loan \$600) Amount Requested _____

Medical Emergency _____ Natural Disaster _____ Government Pay Error _____

Other _____ (i.e., relocation expenses, funeral expenses, LWOP)

Some organizations have special funds set up to provide additional assistance. Please indicate if you are a member of any of the following groups:

AFGE _____ NTEU _____ NFFE _____ FMA _____ FEW _____ SEA _____ NARFE _____

Monthly Household Income

Net Pay of Federal Employee _____

Net Pay of Spouse _____

Disability/Retirement _____

Other:
(e.g., child and/or roommate support, unemployment) _____

Checking & Savings Accounts

Financial Institution _____

Balance _____

Financial Institution _____

Balance _____

Bankruptcy

In the Process of Filing yes ____ no ____

In Last 6 Months yes ____ no ____

Currently Paying On yes ____ no ____

Past/Present bankruptcy will not necessarily disqualify you for a loan.

MORTGAGE INFORMATION

☐ **OWN** or **RENT** ☐

RENTAL INFORMATION

Mortgage Holder _____

Rental Name or Owner _____

Balance Due on Mortgage _____

Monthly Payment _____

(_____)

Contact's Phone _____

Liens or Second Mortgage Co. _____

Payment _____

Monthly Payment _____

Second Balance _____

Personal Finances

(use additional space on back - if necessary)

Name of Creditor _____

Balance _____

Monthly Payment _____

Item _____

Name of Creditor _____

Balance _____

Monthly Payment _____

Item _____

Name of Creditor _____

Balance _____

Monthly Payment _____

Item _____

Monthly Household Expenses

Rent/Mortgage _____

Utilities _____

Phone (basic) _____

Food _____

Clothing/Laundry _____

Child Care _____

Car Insurance _____

Transportation _____

Credit Cards _____

Car Payment _____

Total Expenses: _____

Please read and sign:

RELEASE OF INFORMATION: I give FEEA authorization to check my credit record and to receive, and exchange information about my credit history. I further authorize my payroll office/finance center to release information pertaining to my leave and earnings statement and work status, and authorize FEEA to receive information from my supervisor as deemed necessary. By signing below I certify I have fully and truthfully completed this application.

Printed Name

Signature

Date

[illegible]

Applicant Loan Agreement

Dear Applicant:

Most Federal Employee Education & Assistance Fund (FEEA) help is provided in the form of no-interest loans. Grants are made infrequently, and only in the most extreme circumstances. Loan repayments are deposited into the FEEA emergency assistance account and are used to help additional federal families.

FEEA receives no government funds. All FEEA programs are funded by employee contributions to FEEA during the Combined Federal Campaign. FEEA also receives funds from corporate sponsors, such as GEICO. GEICO is the sole corporate sponsor of the FEEA emergency assistance program this year.

Because funds are limited, assistance on any individual case is limited to \$600.

If I am granted a no-interest loan, I agree to repay in the amount as assigned by FEEA. I also agree that the allotment will not be changed or altered until the loan is paid in full. The amount repaid each pay period will be determined at the time the loan is authorized.

I further agree to complete and follow the proper procedures with a Direct Deposit sign up form. The instructions will be provided at the time the loan is approved.

Name: _____

Address: _____

City, State, Zip: _____

Phone: (home): () _____

(work): () _____

Date: _____ Signature: _____

SSN: _____

THIS FORM MUST BE RETURNED WITH YOUR APPLICATION

to

FEEA

SUITE 200

8441 WEST BOWLES

LITTLETON, CO 80123

1-800-323-4140

FEDERAL EMPLOYEE EDUCATION & ASSISTANCE FUND
(FEEA)
NATURAL DISASTERS
ADDITIONAL INFORMATION

**Federal employees who have had major losses due to a declared natural disaster may apply for a grant up to \$400 from the Federal Employee Education and Assistance Fund by filling out an Emergency Assistance application.
(Only one grant per household)**

No-interest loans up to \$600 are also available. Loans will only be made payable to a specific creditor, i.e., shelter costs, clean-up, repairs/supplies, etc. The amount of each loan will depend on the number of requests and our program's financial ability to assist with those requests.

The employee should complete the entire application including the "Applicant Loan Agreement" even if they are only requesting the grant at this time and not a loan. Then if the employee does apply for a loan in the future, the application will be complete thus making the loan process go more quickly. Loans are repaid by payroll allotment at \$30 a pay period so a voluntary allotment space must be available to receive a loan. Loan applicants must also meet regular eligibility requirements as explained on the application.

An employee may have lost their home and/or have been forced to make temporary living arrangements. In this case, a current mailing address where a check can be sent should be given or call our office to make other arrangements, eg., sending the check to the work place. Our number is 1-800-338-0755.

(Fall 2004)

Additional Information & Explanation for the FEEA Grant

In order to be considered for the grant, the following information is requested, even if you listed it previously on the application.

Name of disaster (if any) _____ Date: _____

- ◆ List your extra **out-of-pocket expenses** and the items you have had to purchase as a result of the disaster:

- ◆ Explanation of the damages:

- ◆ Homeowner's Insurance: __yes __no Deductible \$ _____ Paid: __yes __no

- ◆ If your car was damaged, how much were your repairs and how much was your deductible? _____

- ◆ Married: __yes __no Name of spouse: _____

Spouse employed: __yes __no Spouse's monthly income: _____

Spouse employed by: _____

- ◆ Other adults in household: __yes __no Monthly income: _____

Name/s: _____

Employed by: _____

- ◆ Other assistance, i.e., Red Cross, FEMA, local charities: